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The following pages contain descriptions of indirect funded site services currently in place at the INL. These descriptions are intended to provide information on the scope of these services as they presently exist, and are not intended to influence the contractor's approach to the ICP work scope. This table contains full time equivalents (FTE) associated with the work scope, which may be different from actual headcount. The FTEs and dollars allocated to each activity in the table reflect the levels in FY 2003. FTEs and costs may be different at contract award. Section C.1.10 contains requirements that the ICP contractor, in coordination with the INL contractor, must address related to these services. The INL contractor is responsible for 42% of costs and employees associated with these "Other Site Services," and the ICP contactor is responsible for 58% of the costs and employees per Section H.21 (a)(2).

Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
INTEC Cafeteria	C.5.04.01.05.01.03	4	$457.6	Operate INTEC cafeteria. Provide labor for food services (meals, snacks, and fresh baked products) for employees, subcontractors, DOE-ID, etc. located at INTEC. Purchase and maintain quality, fresh food products for meal preparation and baking. Maintain a food inventory for use in emergency situations at the site. Perform proper dishwashing and sanitation on all dishware, tables, counters, equipment, etc.
WROC/PBF Common Use Facilities/Services	C.5.04.01.19.01.01/2	4	$272.7	Provides facility maintenance, cleaning, and technical support for non-process buildings located at the WROC area and detailed work planning for preventative, predictive, and corrective maintenance work orders for 18 active facilities at WROC.
Education Outreach	C.5.03.01.09	1	$1,690.6	To enhance core technical capabilities of the INL and its partner universities (U of I and ISU). Implementation of collaborative educational initiatives that contribute to the mission of DOE and the INL including professional staff exchanges, appointment of faculty to provide leadership of INL missions, and develop educational initiatives to increase advanced science and engineering degrees at the INL.
Tech Transfer and Commercialization	C.5.03.01.36	25	$4,090.4	Includes functions associated with determining title elections for intellectual property, supporting the patent application process, acquiring DOE approvals for proposed partnerships, and administering active partnerships (licenses, CRADAs, technical assistance, and Work for Others).
Strategic Planning and Integration	C.5.03.01.37	45	$8,609.9	Support INL's executive leadership in defining overall mission and vision for the laboratory. Assist management in situation assessments and in setting the strategic direction, goals, and priorities of the INL. Complete external validation of INL core competencies. Manage the INL institutional planning process and ensure compliance with Office of Science and other customer requirements. Ensure key planning activities are aligned with and support successful integration of R&D with operations.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
INEEL Weld Qualification Program	C.5.03.01.39.01.01	1	$104.5	Funds performance of the INL Welding Program technical support. Scope includes: welding procedure qualification and assure INL Welding manual compliance with national standards.
INEEL Technical Library	C.5.03.01.40.01.01	17	$3,064.5	Maintain a Technical Library to meet the needs of a Research & Development Laboratory. Also includes public reading room, responding to Freedom of Information Act requests, and maintaining satellite library facilities as necessary.
University Education	C.5.03.01.40.03.02	2	$214.0	Funds the administration of the undergraduate and graduate student fellowship programs. The processes and program reporting required to facilitate INL employee enrollment in university courses at ISU and U of I are funded in this package for regular employees participating in the INL Employee Education Program.
Jason Program	C.5.03.01.40.04.01	1	$51.0	Scope includes: (1) Coordination of the network/PIN site activities in Coeur d 'Alene, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls, (2) coordinate the JASON project throughout the state by working with teachers, school administrators, state officials, etc., and (3) Foster relationships between the INL and teachers throughout the state to enhance and develop the future Science and Engineering workforce.
Pre-College Education	C.5.03.01.40.04.02	3	$260.0	The program (1) equips K-12 teachers with the skills and knowledge to enhance their teaching of science, mathematics, and technology, (2) gives teachers opportunities to apply science, mathematics, and technology concepts, (3) helps grades 7-12 students develop their problem solving skills, and (4) excites K-6 students interests in math and sciences.
Education Relations Oversight	C.5.03.01.40.05.02	1	$131.9	Work closely with INRA and other universities to establish and monitor employee education contracts and serve as a catalyst to identify, encourage, and promote new joint research opportunities.
EBR1	C.5.03.01.52	3	$305.0	Provides funding for EBR 1 which is a historical landmark located on the INL site. This work scope includes activities such as (1) janitorial cleaning services, (2) facility planning and operations manager for EBR 1, and (3) preventative and corrective maintenance activities at EBR 1.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Sensitive Compartmented Information Facility	C.5.03.01.54	2	$183.8	Activities to support and maintain intelligence related information. This account supports secure computer systems, security training, special clearance transfer requests, etc.
CRAY Computing Environment	C.5.03.01.55	4	$975.9	Activities to support the operation and maintenance of the INL scientific and R&D CRAY computing environment.
Weld Laboratory	C.5.04.01.02	2	$183.1	Provide management and administration of the INL Weld Test Facility and INL Welding Program. This includes activities such as welder qualification, providing records and issue reports, training, revising new welding procedures and manuals, maintaining a data bank for current welders, and maintaining the INL welder Test Facility as an American Welding Society Accredited Welder Test facility.
SMC Cafeteria	C.5.04.01.05.01.02	2	$239.0	Operate SMC/TAN cafeteria. Provide labor for food services (meals, snacks, and fresh baked products) for employees, subcontractors, DOE-ID, etc. located at SMC/TAN. Purchase and maintain quality, fresh food products for meal preparation and baking. Maintain a food inventory for use in emergency situations at the site. Perform proper dishwashing and sanitation on all dishware, tables, counters, equipment, etc.
TRA Cafeteria	C.5.04.01.05.01.04	3	$272.6	Operate TRA cafeteria. Provide labor for food services (meals, snacks, and fresh baked products) for employees, subcontractors, DOE-ID, etc. located at SMC/TAN. Purchase and maintain quality, fresh food products for meal preparation and baking. Maintain a food inventory for use in emergency situations at the site. Perform proper dishwashing and sanitation on all dishware, tables, counters, equipment, etc.
TAN Services	C.5.04.01.16.01.01	9	$1,429.3	This work package covers operations of all non-process owned utilities at TAN and INTEC in accordance with applicable federal, state, local laws and regulations, and DOE orders. This also provides for janitorial support for the TAN and SMC areas. ES&H and engineering support is also provided to support operations.
TAN Facility Maintenance	C.5.04.01.16.01.02	3	$233.9	Provides facility maintenance & technical support for non-process facilities at TAN including craft support and detailed work planning for preventative, predictive, and corrective maintenance work orders.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
TAN Utility Maintenance	C.5.04.01.16.01.03	15	$1,100.2	This work package covers daily operations and maintenance of all non-process owned utilities at TAN. Such activities include fuel and chemicals required to support operations, lock and tag expertise for TAN area utilities, and funding necessary for ongoing operational requirements. Also provides craft support and maintenance on area utility systems.
TRA Buildings & Structures Maintenance	C.5.04.01.17.01.01	1	$85.7	Provides craft support to perform preventative maintenance activities on TRA common use buildings & structures.
TRA Infrastructure Maintenance	C.5.04.01.17.01.02	10	$769.7	Provides TRA common use facility maintenance, engineering, facility personnel, and ES&H to support preventative maintenance. Also includes craft supervision to maintain facility roads & grounds. Subcontracts for craft uniforms, portable restroom facilities, and pest control is included.
TRA Facility Support	C.5.04.01.17.01.03	18	$1,761.6	Scope includes activities such as managing the TRA common use facilities and infrastructure; subcontract for cold laundry; waste handling activities (i.e. excessing, 90 day storage area management; waste stream identification); operations support for routine inspections, surveillance and operation of buildings and systems; required assessments; engineering support for infrastructure.
R&D Town Lab Ops	C.5.04.01.21.01.01	8	$1,078.0	Support and coordination of multi program R&D town laboratory common use tenant needs, including safety envelope documentation and control such as environmental protection compliance, fire protection, industrial hygiene, industrial safety, and integration radiation protection.
R&D Town Laboratory Maintenance	C.5.04.01.21.01.08	0	$20.3	Support and coordination of multi program R&D town laboratory common use tenant needs, including modifications and repairs. Perform ventilation testing for fume hoods.
R&D TRA Operations	C.5.04.01.21.02.01	2	$252.6	Support and coordination of TRA laboratory common use tenant needs, including safety envelope documentation and control such as environmental protection compliance, fire protection, industrial hygiene, industrial safety, and nuclear safety.
R&D TRA Maintenance	C.5.04.01.21.02.02	1	$80.6	TRA multi-program R&D laboratory modification and repairs including facility improvements, HVAC, utilities, HEPA filter maintenance and testing.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
R&D Site/Lab Ops	C.5.04.01.21.03.01	1	$131.2	Coordination and support for all R&D lab common tenant needs at ARA-IV, CFA, TAN, and WRRTF including ES&H support, safety envelope documentation, program modifications and repairs, incident investigation, and self assessments.
R&D Site/Lab Maintenance	C.5.04.01.21.03.02	0	$38.4	Coordination and craft support to perform preventative and corrective maintenance and facility improvements for multi program R&D lab facilities at CFA, including modifications and repairs, HVAC utilities, and all support services. Perform ventilation/HEPA testing.
INEEL Academic Center for Excellence, Inc.	C.5.05.01.10	2	$152.9	Administers student and faculty academic fellowships that contribute to the INL mission (Lab area).
Automotive Test Lab	C.5.05.01.15	2	$265.3	Covers the operations of the Energy Storage Test Laboratory and the Hybrid Electric Vehicle Laboratory (Lab Area).
Fringe Benefits - University Education	C.5.01.01.01.01.01	0.2	$2,378.0	Provides funding for the INL requested university contract based college courses open to employee enrollment to ensure the successful delivery of university courses, degree programs, and academic support to employees. These contract education courses provide employees the opportunity to further scientific and engineering technical knowledge in support of the INL R&D missions.
Fire Protection	C.5.03.01.03.01.02	2	$366.4	Maintains a company level program that ensures compliance with applicable fire protection requirements.
Value Engineering	C.5.03.01.05	0	$58.4	Supports activity requirements and analyzes projects, products, and services over $1M to determine the applicability of VE. Activities performed in compliance with OMB A-131. Includes VE reporting requirements to OMB.
Property / Asset Management	C.5.03.01.08	28	$2,680.8	The INL property management function/program provides comprehensive coverage of property from the requirement identification, through its life cycle, to final disposition. The system includes records, control, utilization, maintenance, repair, protection, preservation, and disposition of government property. The INL Chemical Management Program meets contractual requirements by developing and implementing processes and methods that control sitewide chemical activities; identifies hazards from chemicals to personnel, the public, and the environment; and is compliant with the applicable regulatory requirements.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Business Software Development	C.5.03.01.10.01.01	0	$145.5	Funds development of computer programmer employee technical skills to support Business Management applications in use at the INL. Activities include tracking of professional training, establishing and maintaining configuration management standards, software development standards, and development of desktop procedures.
Database Administration	C.5.03.01.10.01.02	1	$199.3	Covers Oracle Database Management activities for applications that run on HP Enterprise Servers and other miscellaneous servers. Applications served include TRAIN, P-card, Sys-cat, Integrated Assessment system, EDMS, and miscellaneous database administration (DBA) support activities for OpenView and enterprise architecture. Also includes DBA activities for new Oracle releases.
Support Systems Software Development	C.5.03.01.10.02.01	1	$147.1	Maintain and support computer programming development tools & software. Investigate new software development, multi-media, and internet industry based technology, techniques, and tools that result in more efficient development.
Enterprise Web Portal Applications	C.5.03.01.10.02.02	2	$268.8	Covers cost to support and maintain the INL internet homepage and associated applications, and the cost to purchase/implement advanced Enterprise Information Portal technologies that include advanced searching, content management, personalization, and application integration.
End User Computing	C.5.03.01.10.02.03	3	$433.5	Provides for maintenance, support, and enhancement of the Enterprise (company-wide) computer application environment and associated Enterprise (End-User Computing) software applications. This work package also supports integration of Lotus Notes applications environment with the existing INL Intranet web and the implementation of an Enterprise Information Portal (EIP). This supports integration of functionality such as e-mail, timesheets, approvals, directories, forms, etc. with the INEEL EIP.
Programmatic Software Development	C.5.03.01.10.03.01	1	$182.0	Implement and enhance company level software development procedures, policies, and processes using industry guidelines. Maintain and support development tools, servers, and software.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Software Applications Technology	C.5.03.01.10.03.02	0	$70.4	Covers the cost of managing the internal INL Software applications and associated technologies. Scope includes: standardization and implementing new software applications technology; provide technical direction for existing software applications; ensure compliance to Enterprise Architecture, etc.
ADP Asset Management	C.5.03.01.11.01.01	6	$481.7	Review and approve acquisition plans and requisitions for purchase of Automated Data Processing (ADP) resources. Procure ADP resources costing $10,000 or less. Review software license requests for possible development of a site license. Establish and maintain an ADP Asset Management program. Test, sanitize, and distribute "equipment not in use" within the INL to Idaho schools, returned back to the company, or excessed.
Desktop Software Licensing	C.5.03.01.11.01.02	1	$1,380.9	This work package centralizes the procurement of company client licenses and/or maintenance for the standard software to reside on the standard PC desktop. This includes the operating system, system management tools, office productivity tools, e-mail tools, Oracle DBMS, and virus protection.
CIO Office	C.5.03.01.11.02.01	2	$492.5	Six Sigma activities for IRM directorate including institutionalizing Six Sigma into all areas of IRM. Market analysis of current and future technologies. Package also supports the procurement of a leading commercial market analysis firm to support and ensure that strategic information technology decisions made at the INL align with market strategies.
Business Systems Maint & Control	C.5.03.01.11.02.02	8	$1,409.4	Technical leadership of INL of Business Systems (Human Resources System, Oracle Financials, Passport, Pcard, TIMS, Project Management Systems, BDSIS-data warehouse). Monitor software license contracts and payments for major business applications, and maintain business system databases (patches, hot fixes, upgrades, database version upgrades, etc).
Passport Upgrade	C.5.03.01.11.02.03	1	$193.5	Funds activities supporting an upgrade to the passport system which is the INL material management and work control business system.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Enterprise Architecture	C.5.03.01.11.03.01	4	$498.6	Activities will continue to add additional data to the company Architecture Repository, recommend and promote changes to institutionalize use of the Architecture, support the Enterprise Architecture Review Board (EARB), and work with the EARB representatives to analyze their architecture information to better manage information technology resources.
Planning & Integration	C.5.03.01.11.03.02	2	$342.0	Develop, maintain, and support IT planning and integration by applying the IT portfolio management process. Focus areas include the management of the IT portfolio database, revisions to the IT Long Range Plan, and activities in support of planning and integration.
Data Management	C.5.03.01.11.03.03	2	$280.0	Includes resources to manage the company Information Management Data Dictionary which includes identifying official data sources, documenting data interfaces, recording data elements stored in applications, identifying where redundant data is stored, etc.
Software Classification & Export Control	C.5.03.01.11.03.04	1	$67.0	Manage and disseminate site-wide developed software technology information (sensitive, proprietary, classified) to DOE-HQ and appropriate customers within federal law to protect rights and interests of federal liability.
Project Office	C.5.03.01.11.04.01	2	$263.6	This work package provides project scheduling support and Integrated Safety Management System oversight for software/computer based projects and operations.
Enterprise Data Consolidation	C.5.03.01.11.04.03	4	$729.7	Includes work for the Enterprise Directory to continue identification and consolidation of directories and eliminate further proliferation. Project will also improve the integrity of data provided to company systems for Lotus Notes and People Soft.
Value Management Support	C.5.03.01.11.04.05	2	$219.1	Scope includes application of business practices and methodologies supporting IRM Enterprise functions such as financial planning and forecasting, account scope, schedule, and budget analysis, technical certification of subcontractor costs, procedure development, management of systems documentation and configuration records.
Desktop Product Evaluations	C.5.03.01.12.01.01	1	$85.4	Provides technical support and expertise in the establishment of INL standard desktop computer system configuration including printers, scanners, and other peripheral devices as well as the accompanying software standards.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Business Computers System Support	C.5.03.01.12.01.02	3	$339.5	Design, install, and test operating systems, subsystem support software, and database software products for the company enterprise servers.
Consolidate IT Test Lab	C.5.03.01.12.04.01	1	$109.0	Operate and maintain the "Consolidated Information Technologies Test Lab" to provide an operational like environment for integration and testing of enterprise distributed systems, networking functions, and other related functions.
IRM Work Request Tracking System	C.5.03.01.12.04.02	2	$210.0	Enhance the existing IRM Work Control System Remedy to be more efficient, effective, and accurate. Provide an efficient, cost-effective method for requesting, assigning, and tracking services requested by INL customers. Provide design, operation, and maintenance services for the system.
Enterprise Server Design & Support	C.5.03.01.12.04.03	5	$630.6	Support Distributed Enterprise computing systems and functions. Design, install, and test hardware and operating systems, subsystem support software, and software products for the enterprise servers and peripherals in the enterprise computing environment.
Wireless Services Support	C.5.03.01.12.05.01	0	$71.2	Oversight and ownership of existing and new INL wireless telecommunications Systems, Structures, and Components.
Message System Integration	C.5.03.01.12.06.01	3	$383.9	Provides technical and design support for INL's messaging systems. Also perform platform and operating system technical planning and upgrades, system commissioning, decommissioning, technical troubleshooting, system integration, and technical system administration.
S&E Applications Support	C.5.03.01.12.06.02	1	$442.3	Technical and administrative support for general scientific and engineering support computing functions. Work focuses on maintaining the twelve predominant software applications and eight to ten computational systems, as well as common support engineering printing resources, and providing technical end user support and training for engineering and scientific disciplines.
Operations Center	C.5.03.01.13.01.01	8	$674.0	Provides IRM help desk operations to support user IT questions and technology issues.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Desktop System Management	C.5.03.01.13.01.02	1	$75.2	Provides support for company desktop computing including user support, analysis and review of desktop configuration, tracking of site licenses, and configuration management including software upgrades/deployment to users.
Telephone Operations Support	C.5.03.01.13.01.03	3	$157.3	Provides telephone directory assistance to general public, INL employees, management, and project contacts across the site for the INL telephone system associated phone numbers. Also includes configuring and setting up telephone conferences.
Legal Office	C.5.03.01.14.01.03	9	$1,611.8	Provides legal advice and counsel to management and other personnel to avoid or minimize litigation and administrative processes that are reasonably avoidable. Also includes patent counsel on intellectual property matters for inventions, patent applications, license agreements, etc.
Internal Audit	C.5.03.01.14.01.04	7	$606.6	This package provides funding for the contract internal audit function.
Ethics Office/Employee Concerns	C.5.03.01.14.01.05	2	$203.7	Responds to employee allegations of misconduct either internally or from DOE and provides guidance on ethics.
Federal Relations	C.5.03.01.14.01.06	2	$557.0	Funds the Washington DC office that coordinates and provides feedback on issues which could and do impact the INL.
Labor Relations	C.5.03.01.14.01.07	5	$763.4	This work package provides for negotiating, interpreting, and administering the Company/Union contracts with PACE, ATU, SPFPA, and Teamsters. Also administers the subcontract for the INL Site Labor Coordinator who is responsible for administering the INL Site Stabilization Agreement and the INL Construction Jurisdictional Procedural Agreement.
Financial Operations	C.5.03.01.15	67	$5,808.7	Provides overall management of financial services including Program Finance, Payroll, Travel, and General Accounting.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Human Resources	C.5.03.01.16	39	$3,380.1	Provide leadership and expertise in Human Resource Management, including staffing, compensation, benefits, employee relations, and diversity functions. Provide oversight of company adherence to the contractual limitations set forth in Attachment A, Section J of the Prime Contract, and Company compliance with applicable labor laws and regulations.
Communications	C.5.03.01.17	17	$1,923.7	Build the INL's reputation as a good neighbor both statewide and regionally by highlighting the INL's activities in economic development, education, technology transfer, and stewardship of resources. Create broad public support for the INL's science and technical capabilities and the solutions it brings to the areas of environmental management, nuclear energy R&D, and alternative energy programs. Develop and implement a strategic communications model that enhances the INL's position as a national laboratory and as a regional resource in Idaho and the Intermountain West. Promote the INL as a single entity with a consistent set of messages and optimize communication technologies, products, and services.
Enterprise Server Operations	C.5.03.01.18.01.03	5	$594.6	Operates the Windows/2000 and UNIX enterprise server environment to ensure operational reliability through server operations, servicing UNIX enterprise servers, and administering Windows NT/2000.
Messaging Operations	C.5.03.01.18.01.04	5	$639.1	Operates the INL messaging environment to ensure reliability and availability through the following services: overseeing and supporting Server Operations and administering Lotus Notes servers and software.
Web Hosting Operations	C.5.03.01.18.01.06	1	$150.0	Operates the external and internal web server environment to ensure operational administering and maintaining the external and internal web servers. Involves applying patches, security scans, reviewing and updating server software, troubleshoot server issues, and replacing hardware.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Business Computing Operations	C.5.03.01.18.01.07	8	$1,135.2	Operate the business computers and provide subcontract administration for the Sun Microsystems, HP Openview, Seasoft, and Veritas. Provides administration, scheduling, and monitoring of business system's production processes and configuration to meet INL requirements. Provides for backup tape library administration and services. Also, provides for server and desktop backup/restore administration and services and provides for hardware/software maintenance contracts for Sun, HP, Seasoft and Veritas.
Data Center Operations	C.5.03.01.18.01.08	0	$129.8	Provides for administration of Data Center operations, subcontract administration for Powerware, maintenance and oversight of the computer data center, and management and maintenance of the uninterrupted power supply devices.
Mail Systems	C.5.03.01.19.02.01	9	$592.1	Safe and efficient delivery of all types of mail to all areas of the INL, including internal and external (DOE, ANL, BNFL, NRF) customers. Also provides other services such as FedEx, bulk mailing, bulk addressing, and special mail related projects.
Mail Systems Maintenance	C.5.03.01.19.02.02	0	$33.0	Funds maintenance requirements for mail system equipment.
Conflict of Interest	C.5.03.01.21.01.02	1	$92.4	Conflict of Interest Officer coordinates all COI activities including policies, plans, reports, and reviews individual employee requests for approval of outside activities.
Franchise Tax	C.5.03.01.22.01.02	0	$1,938.9	Funds franchise fee (state income tax assessment for contractor fee earned on the INL contract) estimate for current fiscal year.
General Liability Insurance	C.5.03.01.22.01.03	0	$103.0	Provides for company needs regarding general liabilities with third parties as a result of operating and managing the INL contract.
Rewards/Recognition	C.5.03.01.22.01.04	0	$168.8	Administration and implementation of Service Awards, Spirit of Excellence Awards, Lou Milam Scholarship Program, and Bereavement Flower Program (for death of current employee).
Indirect Relocations	C.5.03.01.22.01.05	0	$727.7	Provides funding for all new hire relocations that are filling open vacancies for indirect funded activities (relocation costs for direct program positions are funded from the hiring program).
Meal Tickets	C.5.03.01.22.01.06	0	$58.1	Provides meals for employees who are working unscheduled overtime.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
STI/FOI	C.5.03.01.23.01.01	3	$269.5	Implementation of scientific and technical information management activities which ensure that the results of scientific and engineering work performed at the INL are documented and made as widely available as possible. Also includes company focal point coordination of company responses to Freedom of Information Act requests.
Correspondence Control	C.5.03.01.23.01.02	2	$156.1	Provides correspondence control activities for all INL correspondence relating to scope, cost, and schedule. The Correspondence Control office processes and maintains a record copy of INL-related correspondence, including cross-references to sensitive material, using a central database and electronic storage system.
Forms Management	C.5.03.01.23.01.03	2	$153.1	Provides forms management activities for the INEEL in order to provide a consistent methodology and service for the creation, revision, and distribution of forms used site-wide. Also provides standards for coordination, development, approval, and management of forms.
Administrative Services	C.5.03.01.24	6	$418.3	Provides administrative assistant resources/services to support program and functional needs at the INL via a home organization (balanced matrix approach). Develop and implement company-wide processes and systems to support administrative staffing, compensation, training and development, and work standards.
Cultural Resource Management	C.5.03.01.25	3	$295.0	Provides the management of INL cultural resources including, but not limited to, prehistoric and historic archaeological sites, buildings and structures, cultural/natural places and/or resources important to Native Americans, and places and resources of significance to the history of the INL.
Quality Field Support	C.5.03.01.26.01.01	1	$219.9	Provides field technical support to line organizations to ensure that the company Quality Assurance Program is implemented. Perform quality walk-downs to determine the effectiveness of the QA program. Establish and maintain the company wide Inspector Certification Program. Provide administrative management of approximately 60 matrixed quality personnel.
Boiler & Pressure Vessel Program	C.5.03.01.26.01.02	1	$112.3	Implement and maintain the INL Owner/User Pressure Vessel Inspection Program in accordance with contract requirements and DOE orders.

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Special QA Programs	C.5.03.01.26.01.04	5	$747.3	Develops and maintains the formal INL Quality Assurance Program documentation (policies, procedures, forms, etc.). Also included is attendance at document review boards to assess the impact of procedural changes on the QA organization and coordination of QA procedures with the various organizations.
Standards Based Management Systems Project	C.5.03.01.27	14	$1,489.9	Development and implementation of company standard based management system (SBMS) initiative processes and execution of the company SBMS Project Execution Plan.
Strategic Management and Chief Scientist	C.5.03.01.31	3	$710.0	Provides leadership, direction, and integration of strategic planning, technology commercialization, and economic development for the INL. Provide leadership and stewardship of scientific resources and capabilities for the Research and Development function at the INL.
INEEL Training	C.5.03.01.32	17	$1,796.2	Provide for the operation, administration, and improvement of the Training Records and Information Network site-wide automated system. Provide for the maintenance of the company's training procedures manual and implement General Employee Training requirements. Provide management with short-term assistance in determining training requirements for their staff and in determining cost effective methods of training delivery.
INEEL A&E Standards	C.5.03.01.39.02.01	1	$69.7	Maintains the INL Architectural Engineering Standards current with applicable regulations, and national consensus codes and standards. Provide site specific design criteria for Natural Phenomena Hazards, such as seismic loads, 25 year storm intensity, etc.
Virtual Presentation Services	C.5.03.01.40.02.01	2	$410.0	Integrates critical technical and non-technical support for preparation and submittal of external science and engineering proposals, as well as critical program/operational funding documents.
Technical Short Courses	C.5.03.01.40.02.02	2	$329.0	Provides a series of 1-3 day courses provided by national experts relevant to INL needs/missions. Also provides technical writing courses for scientists and engineers.
Doctoral Initiatives	C.5.03.01.40.02.03	1	$150.0	Supports those employees preparing for dissertation manuscripts who have completed all doctoral requirements (science/engineering courses, comprehensive examinations, and research) in critical science and engineering disciplines.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
INRA Activities	C.5.03.01.40.03.01	2	$306.1	Funds development of the INL's relationship with INRA and the coordination of two INRA programs, the INRA Grant Program and the Postgraduate Internship Program.
Education Directors Office	C.5.03.01.40.05.01	2	$315.0	Provides company leadership in all activities that support education, workforce revitalization, and library resources. Provide direction that aligns the Tech Library, Professional Development, University Programs, and Pre-College Programs with the direction of the missions of the INL.
In-House Energy Management	C.5.03.01.41	2	$188.0	In-House Energy Management is a multi-disciplined engineering group that specializes in Energy Efficiency improvements including retrofit projects, design review, and comprehensive facility audits. The primary purpose is to reduce energy use and costs at the INL. Tasks within this authorization include annual reports, self-assessments, preparation of the annual energy management plan, quarterly energy use reports, and preparation of energy newsletters. Additional functions include identification and analysis of energy savings opportunities, seeking funding mechanisms, and other tasks as required.
ESH&QA Branch	C.5.03.01.43	5	$1,259.0	Management and oversight of the INL ESH&QA organization, as well as general management of the INL's ESH&QA activities, special projects, near miss program, enhancing the lessons learned case management analysis, ISM, etc.
Operational Excellence	C.5.03.01.44	7	$917.8	Staff assigned to the Nuclear Operations and Operational Excellence General Manager organizations.
Management System Restructuring Office	C.5.03.01.46	12	$1,876.0	Management Systems Restructuring Office is responsible for reducing the cost of doing business at the INL.
Improving Management System Implementation	C.5.03.01.47	1	$150.0	Six Sigma (company wide process initiative) activity funding.
Site Wide Asbestos Program	C.5.03.01.48	2	$188.2	Provide oversight, management, and direction to the INL Site-Wide Asbestos Program. Conduct building inspections, update and maintain Asbestos Program Database, and coordinate activities with the asbestos foreman and abatement team.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Passport Administration and Support	C.5.03.01.53	5	$502.5	Provide a liaison between the Supply Chain data owners and the end user community, software vendors, development team, Passport system, and supporting system operations.
CFA Cafeteria	C.5.04.01.05.01.01	5	$488.4	Operate CFA cafeteria. Provide labor for food services (meals, snacks, and fresh baked products) for employees, subcontractors, DOE-ID, etc. located at CFA. Purchase and maintain quality, fresh food products for meal preparation and baking. Maintain a food inventory for use in emergency situations at the site. Perform proper dishwashing and sanitation on all dishware, tables, counters, equipment, etc.
Personnel Radiation Dosimetry	C.5.04.01.13	10	$1,130.4	Provide personnel and area dosimetry services to: DOE-ID, INL contractors, DOE Contractors, Waste Management Federal Services of Idaho, Mactech (Grand Junction, CO), and, to a limited extent, West Valley Nuclear Services.
Idaho Falls Facilities - Janitorial	C.5.04.01.14.01.01	0	$1,250.0	Provides janitorial services for INL owned/leased Idaho Falls Facilities (common area).
Idaho Falls Facilities - Preventative/predictive maint.	C.5.04.01.14.01.02	4	$556.8	Provides predictive and preventative maintenance work for the Idaho Falls facilities (common area).
Idaho Falls Facilities - Leases	C.5.04.01.14.01.03	1	$5,872.9	Provides for lease payments for the following Idaho Falls facilities - WCB, EROB, TSA/TSB, University Place, North Holmes Lab, May Street South, May Street North, North Boulevard Annex and Robotics Center, and North Yellowstone Lab.
Idaho Falls Facilities - Corrective/breakdown maint.	C.5.04.01.14.01.04	6	$686.8	Provides corrective and breakdown maintenance work for the Idaho Falls facilities.
Idaho Falls Facilities - Building Operations/Surv.	C.5.04.01.14.01.05	8	$768.6	Provides facility operations, management, and surveillance work for the Idaho Falls facilities.
Idaho Falls Facilities - Utilities	C.5.04.01.14.01.06	0	$1,650.0	Provides utilities for the Idaho Falls facilities.
Idaho Falls Facilities - Roads and Grounds	C.5.04.01.14.01.07	0	$222.9	Provides snow removal service and landscape maintenance for the Idaho Falls facilities.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
CFA Common Use Facilities	C.5.04.01.18	43	$4,307.2	Provide landlord services for non-process, common use facilities which include janitorial services, corrective and preventive maintenance, technical services, operations and surveillance, and ES&H services. Also provides support and oversight to ensure safe and efficient operations at CFA facilities and activities. Includes CFA Site Area Director Operations.
CMMS/Work Management Support	C.5.04.01.20.01.01/03	16	$1,542.2	Provides funding support for operation of the Maintenance Management System (INDUS-Passport) for all areas (Maintenance, Security, SMC) including installing patches, new release testing and installation, as well as user profile setups and access authorization. Operates the INL centralized call center and assessing the application of the maintenance standards at the site areas. Also includes technical support to the CMMS application including problem resolution troubleshooting.
Maintenance Management Program	C.5.04.01.20.01.02	3	$535.6	Funds overall management of the INL Maintenance Program, including leadership for maintenance activities, technical leadership of CMMS, day to day support to the INDUS-passport community for user access, and problem resolution.
Maintenance Planning & Controls	C.5.04.01.20.01.04	4	$513.1	Scope covers Project Controls effort in support of the Maintenance Management Program.
Maintenance Implementation Program Execution	C.5.04.01.20.02.01	7	$849.7	Tracking and analyzing maintenance performance, developing maintenance standards, approving supply chain process, implementing the new Hoisting and Rigging Program, and developing planner qualifications. Also includes maintenance of the Facility Hazard List, Hazard Identification and Mitigation database, performance measures, ICARE correctible actions, and miscellaneous administrative duties.
CFA Utilities	C.5.04.01.26	18	$2,114.6	This authorization covers daily operations of all non-process owned utilities and maintenance at CFA in accordance with applicable Federal, State, Local Laws, Regulations and DOE orders. Provides craft support for PM's, breakdowns and repairs. Also provides for operational support on a 24-hour-a-day basis and includes funding for fuel and chemicals required to support the operations. Provides operational and technical support for area utility systems (i.e. boilers, fire and potable water, deep wells, tanks, pumps, etc. It provides the resources necessary to ensure the safe and reliable maintenance of CFA utilities.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Space / Area Planning	C.5.04.01.28	2	$184.6	Provides cost effective facility space planning and integration analysis function at the INL. Ensure that facilities are utilized in a manner with the mission of the INL. Plan and schedule the movement of personnel site-wide. Prepare and maintain facility floor plans to include layout, square footage, and occupancy. Prepare semi-annual reports that identify space vacancy rates, space utilization rates, square footage occupied per individual, and efficiency rates. Monitor and approve all furniture purchases. Support space planning activities.
Construction Management	C.5.05.01.03	20	$2,308.1	Provides for three main areas of support to Construction Operations: construction cross-cutting activities, construction warehouse operations, and construction training initiatives/information management. Construction cross-cutting activities include management oversight, chemical management program, resource management, safety program management, and equipment and facility management. Construction warehouse operations include activities for requisitions, receiving, inspecting, and distributing material/equipment in support of INL construction. Construction training initiatives/information management enables selected construction subcontractor training to be obtained at computer laboratories located outside the INL in Idaho Falls and Pocatello. Construction subcontractor training records are gathered and entered in a centralized repository. These efforts provide one location for verification of construction subcontractor training records.
Computer Field Services	C.5.05.01.04	13	$1,013.7	Provide resource planning and management oversight for Field Service technicians including time and materials needed for required training and equipment as well as technical direction in diagnosing and resolving equipment problems for computers and peripherals at the desktop and enterprise levels.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Printing and Photographic Services	C.5.05.01.05	23	$2,775.1	Produce photos and videos for scientific and technical information (STI) products produced at the INL as per Contractor Requirements of DOE Order 1430.1D. Provide photographic and videography services to DOE-ID and INL Contractors. These services include film developing and printing, image processing, aerial photography, and video production. Photography also oversees the production of audiovisual programs such as slide shows, filmstrips, and multimedia presentations. Provide supervision and scheduling and tracking/billing for work produced in Photography and Videography. Provide printed/copied reports for all INL contractors. These services include offset printing, photo copying, process camera work, offset press plate developing, binding, labeling and distributions, and engineering drawing copying. Offset printing services are available at WCB. High speed copying is available at WCB, EROB, TSB, IRC, CFA, INTEC, and TRA. Administer multiple vendor contracts in accordance with the U.S. Joint Committee on Printing and the Government Printing Office regulations.
Supply Chain Management	C.5.05.01.07	51	$4,656.8	Procure and lease materials, equipment, supplies and services. Provide a centralized and consolidated procurement and supplier quality functional organization and single point of contract for all matters associated with procurement and supplier quality related to nuclear and/or radiological safety. Assist in the determination of requirements, initiate and control procurement, and ensure conformance with customer requirements and objectives. Administer the Purchase Card Program and provide system administration for Passport. Receive, inspect, and distribute procured material/equipment. Account, store, and issue inventory items and spare parts. Direct company program for small and small disadvantaged business.
Publications and Graphic Services	C.5.05.01.08	66	$5,741.4	Produce scientific and technical information products at the INL per Contractor Requirements of DOE Order 241.1. Provide document processing, visual arts, and writing/editing services to DOE-ID and INL contractors. Also responsible for developing standard templates for company controlled documents and implementing publication standards site-wide.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Remote Systems	C.5.05.01.09	1	$259.0	Remote system applications is responsible for two facilities at the INL: TRA-603 and CPP-1662. Remote systems provides equipment and services to many EM programs for regulatory compliance including TMI, INTEC tank inspections, Pit-9 RD/RA, INTEC fuel storage, and INTEC NWCF. This authorization funds activities required to keep facilities and equipment operational as well as keep personnel qualified to operate the equipment located at the facilities.
INEEL Training	C.5.05.01.11	16	$1,475.5	Provide INL centralized training organization with the staffing, resources, and support adequate to deliver and administer qualification programs and courses in safety and environmentally-related areas.
Environmental and Energy Sciences	C.5.05.01.12	3	$632.5	Functions as a service organization within Research and Development to provide a wide range of specialized materials characterization capabilities to the INL as a whole. Laboratory services covers workscope within the following labs: Biotechnologies Lab, IRC Analytical Lab, Analytical Chemistry Lab, Industrial Hygiene Lab, Prototyping Centers, and the Glass Shop.
Manufacturing Shop Operations	C.5.05.01.16	2	$236.9	Supports the INL site manufacturing shops in the areas of consumable item procurement, equipment upgrades, equipment maintenance, and administration.
Cell Phone Operations	C.5.05.01.17	1	$610.0	Provide cellular phone operations administration and device procurement, assignment, and tracking. Provide for Verizon Wireless contract administration. Provide monthly service pricing files for direct charge-back of incurred costs. Provide customer and vendor interface for cellular phone plan management and issue/problem resolution.
Light Vehicle	C.5.05.01.20	17	$1,803.6	Provides maintenance and repair to government owned light vehicle fleet.
Construction Equipment	C.5.05.01.21	14	$1,369.2	Provides preventative service, inspection, and repair to the INL construction equipment pool fleet and to programmatic equipment.
Heavy Truck	C.5.05.01.22	5	$621.6	Provides maintenance, inspection, and repair to the INL heavy truck fleet and programmatic truck fleet.

Exhibit C.4-2
Other Site Services

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Description	WBS Number	FTEs	Total FY 2003 Cost $(000)	Description of Activity
Idaho Sales and Use Tax	C.5.05.01.23	0	$1,000.0	Collect costs for State of Idaho Use Tax imposed by the State of Idaho as outlined in the Idaho Code, Section 63.
Application Hosting	C.5.05.01.24	1	$195.0	Provides activities associated with several software applications that are in use throughout the company (using several servers) and consolidating those applications into a central activity/account.
Grand Total		**928.4**	**$ 126,591.6**	